

**DUTY STATEMENT**

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**Employee Name:**

<b>Classification:</b> Associate Governmental Program Analyst	<b>Position Number:</b> 580-352-5393-909
<b>Working Title:</b> Regulatory Analyst	<b>Work Location:</b> 850 Marina Bay Parkway, Bldg. P-3, Richmond, CA 94804
<b>Collective Bargaining Unit:</b> R01	<b>Tenure/Time Base:</b> Permanent/ Full-Time
<b>Center/Office/Division:</b> Center for Healthy Communities	<b>Branch/Section/Unit:</b> Childhood Lead Poisoning Prevention Branch/ Operation and Support Section/ Policy and Planning Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

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**Competencies**

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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by contributing to the wide and complex array of prevention services provided to children with lead poisoning, lead exposure, or at risk of lead exposure.

Under the direction of the Health Program Manager I, Policy and Planning Unit, Operations and Support Section (OSS), this position is responsible for performing more complex analytical tasks in support of the following key focus areas: regulation development, policy research, and communications. This position will be responsible for the development of challenging new regulatory proposals and will provide opportunities to work on federal, state, and local subject matters related to the environment, housing, health equity, and communities. The Regulatory Analyst will act as staff liaison for a new statewide advisory committee on childhood lead poisoning prevention and will support the Branch's communication goals. Regulatory work will entail cross-section collaboration to support the Childhood Lead Poisoning Prevention Branch (CLPPB)'s ability to continue to efficiently meet its mandates. This work will entail preparation of regulatory documents, application of statutory

and regulations interpretations, participation in revenue and budgetary operations, document organization, communicating with key stakeholders, and responding to more complex and sensitive public inquiries through secure and confidential emails and letters. The incumbent must be able to analyze, apply rules, regulations, statutes, and laws regarding legal procedures.

The incumbent may be assigned the tasks of monitoring and analyzing legislation that could impact Branch operations and mission, and producing research for legislative bill analysis, upon guidance from the Health Program Specialists.

### **Special Requirements**

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### **Essential Functions (including percentage of time)**

- 40% Serves as the primary regulatory analyst for the CLPP Branch. Leads the development of a new regulatory package through subject matter expert coordination, analysis and planning. Independently conducts quantitative and qualitative research to establish the underlying basis for regulatory actions and proposals in support of childhood lead poisoning prevention. Provides expertise in applying rules, following established legal procedures, and ensuring compliance with existing statutes and regulations. Provides technical support on complex regulatory and legal processes. Produces summaries, briefs, and recommendations for management. Participates in administrative and management drills conducted by the Operations and Support Section.
- 30% Assists in relationship building with external and internal stakeholders. Supports in the creation of, and serve as staff liaison to, a new statewide advisory committee. Participates in the continued implementation and maintenance of an effective communication plan for stakeholders. Advances the Branch's Racial and Health Equity goals and helps monitor the Operations and Support Section's implementation of CLPPB's new strategic plan. Produces summaries, briefs, and recommendations on lead-related regulations, laws and policies for management.
- 20% Supports the development of legislative proposals and responds to internal and external questions on proposed bill analysis. Independently conducts quantitative and qualitative research for legislative changes. Works with subject matter experts across the branch and legal counsel to respond to legislative questions and develop bill analyses. Summarizes the department's position and provides recommendations for decision-makers.

### **Marginal Functions (including percentage of time)**

10% Performs other work-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRB Use Only:</b> Approved By: MR	Date 1/6/2021		